DAS Print Services

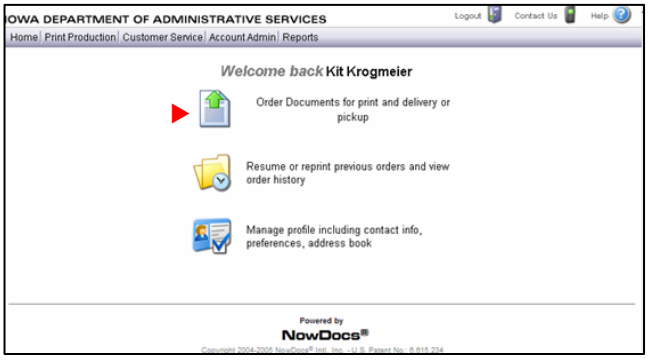
NowPrint Tutorial

You can now enter all print requests online through a system called NowPrint. NowPrint is available over the Internet at http://nowprint.print.iastate.edu/das. The following tutorial will walk you through the steps necessary to submit a print request. Feel free to call DAS Print at (515) 281-5231 or email us at DASPrint@iowa.gov with any questions. We hope you will find this an easy-to-use means to get your jobs printed.

Login to NowPrint

Most users will have accounts setup for them by DAS Print Services. Use the username and password they sent you.

- Type your username in the "Username" field
- Type your password in the "Password" field
- Press the "Login" button



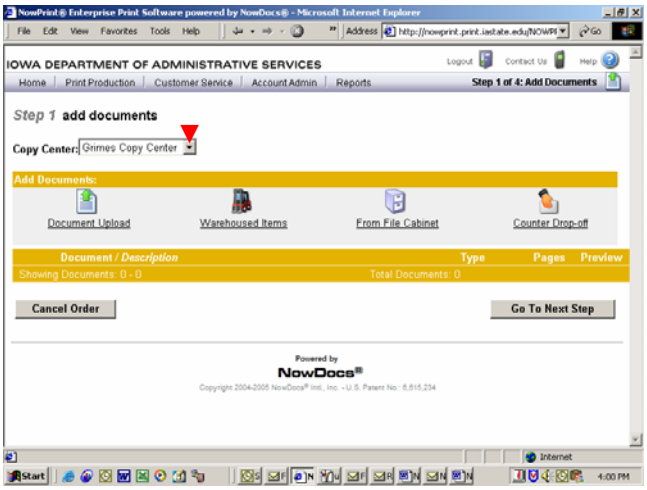
NowPrint Home Page

This is the Home page for NowPrint. From this page you can order print jobs, review your order history, or modify your profile (address book, password, default print settings, etc.)

Order Documents for Print and Delivery or Pickup

To start a print request:

- Click the "Order Documents for print and delivery or pickup" link.



There are 4 steps to place an order:

1. Add Documents - upload your document(s) to be printed.
2. Choose print, binding and finishing options
3. Identify the recipients
4. Add accounting information

Step 1: Add Documents

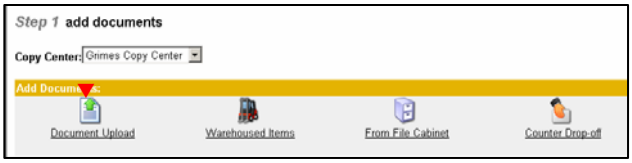
Copy center:

- Press the down arrow button for Copy Center.
- Select the Copy Center to handle your print request

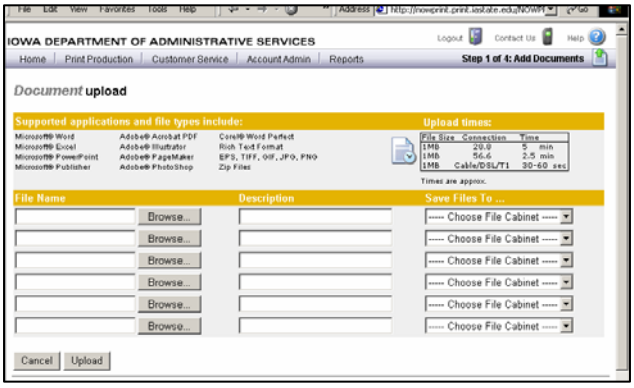
Ways to Add Documents to Your Order
There are four ways to add a items to your order.

1. Document upload – upload a document from your workstation or network
2. From the file cabinet – you can create a personal filing cabinet and store files for future use. You may also be able to use files from a department filing cabinet. These filing cabinets are similar to folders on your network.
3. Counter drop-off – this option is used when you drop off hard copies to be reproduced.
4. Warehoused Items – DAS Print sells a variety of supplies, such as paper stock. Use this option to purchase your supplies.

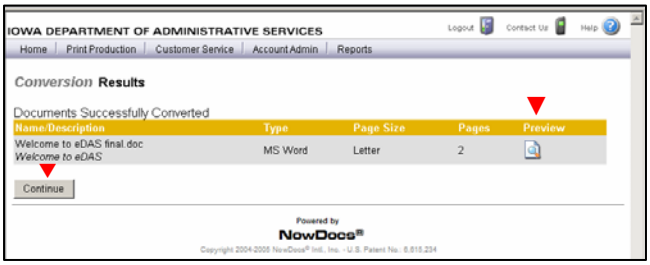
Ways to Add Documents to Your Order: Document Upload



To upload a file from your computer or network
- Click “Document Upload”.

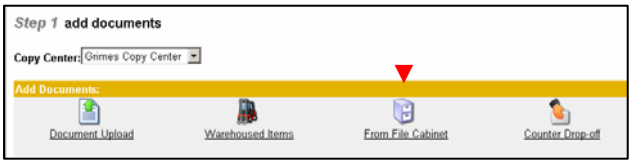


- Click “Browse” to view files on your computer and network.
- Highlight the desired file.
- Click “Open” to select the file.
- You should see the file listed in the column “File Name.”
- Type a description of the file in the “Description” column.
- Optional: you can store this file in a NowDocs filing cabinet for easy access. However, if you make any changes to the document, you should save a new copy in this filing cabinet.
- Continue the above process until all documents have been added to your print request.
- Press “Upload” to move your document/s into the printing system.

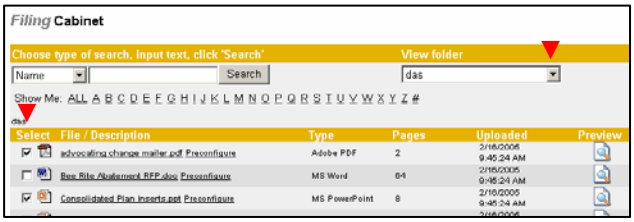


- You should see a screen which confirms that your document that been uploaded and converted successfully.
- Click the Preview icon to see how the document will be printed.
- Press “Continue.” This returns you to Step 1 where you can view your order up to this point.

Ways to Add Documents to Your Order: From File Cabinet



Another way to add documents to your order is to upload them from a NowDocs’ filling cabinet.
- Click “From File Cabinet”.

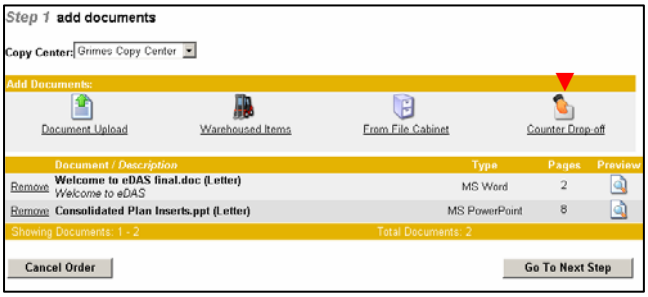


- NowDocs displays the files in your Personal folder.
- Press the “View Folder” drop down arrow to view other folders.
- Highlight the desired folder to display those files.
- Choose the desired files, by clicking the box in the “Select” column.
- Scroll to the bottom of the page and click “Add to Order”.
- Selected files should appear on the Documents list in Step 1.

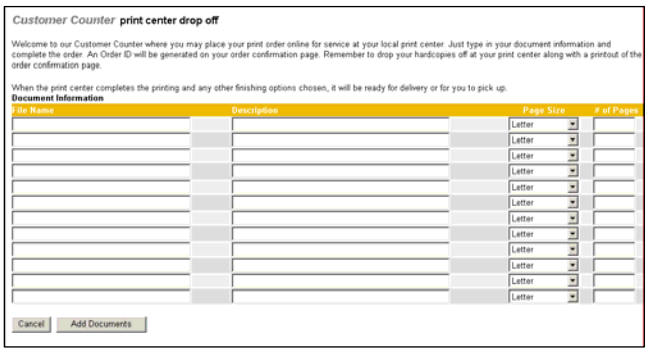
Ways to Add Documents to Your Order: Counter Drop-off

If you do not have an electronic copy of your print job, you can drop off a hard copy at Printing Services. Enter the job information into NowDocs for billing and tracking purposes. Attach a copy of the Order Form to your Print job.

- Click “Count Drop-off” in Step 1.

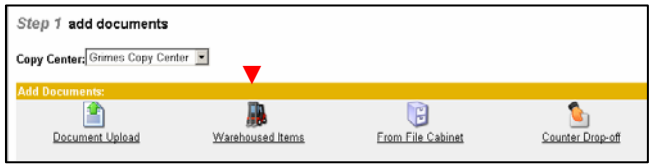


- In the File Name column, type the name of your document.
- In the Description column, describe the job.
- Select the page size.
- Type the number of pages.
- Click “Add Documents.”
- Information about your documents should now appear on the list of documents.

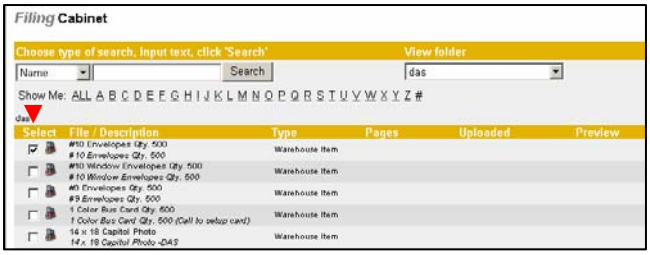


Ways to Add Documents to Your Order: Warehouse Items

- Click “Warehouse Items” to purchase stock items.

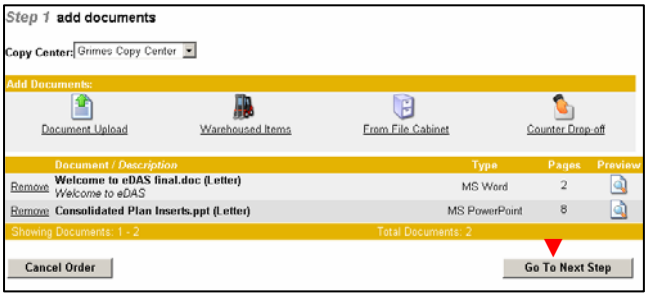


- In the Select column, check the desired items.
- Click “Add to Order” buttom at the bottom of the screen.



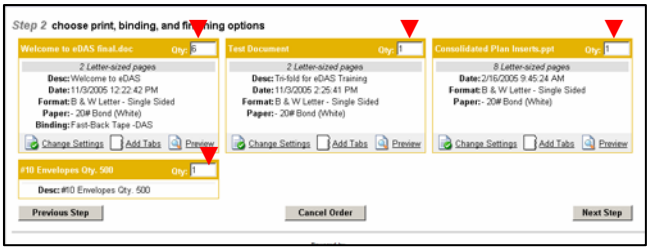
Complete Step 1

- Review your order for accuracy. At this point it shows:
  - Copy Center to handle your order.
  - Documents uploaded to be printed.
  - Documents that you will drop off at the counter.
  - Warehouse items that you wish to purchase.
- Click the icon to preview any document you uploaded.
- If you want to remove an item from your order, click “Remove” next to that item .
- Click “Go to Next Step” when all documents have been added.



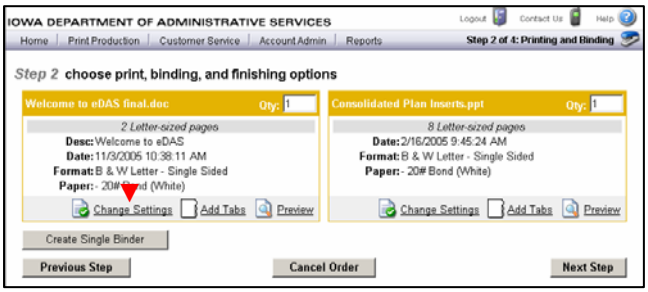
Step 2: Choose print, binding, and finishing options

- For each item, indicate the quantity to be printed or purchased from the Warehouse. The default is 1 copy.
- Review the default Format and Paper options.
- To change the settings, click “Change Settings” (see below).
- If no changes are needed, click “Next Step” to continue ordering.

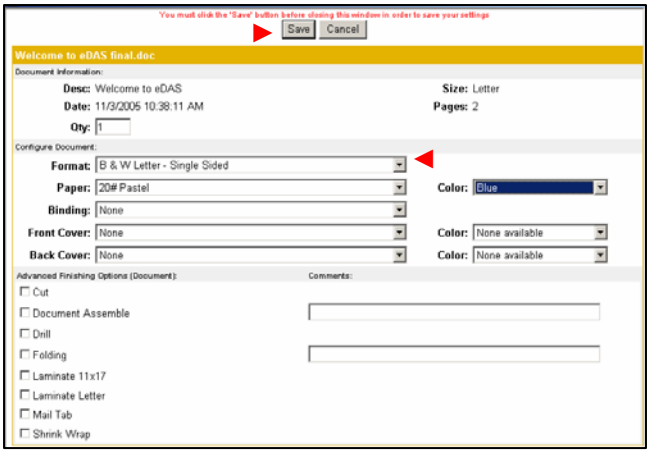


Change Settings (Optional)
To change the default Format and Paper options:

- Click “Change Settings” for the desired document.

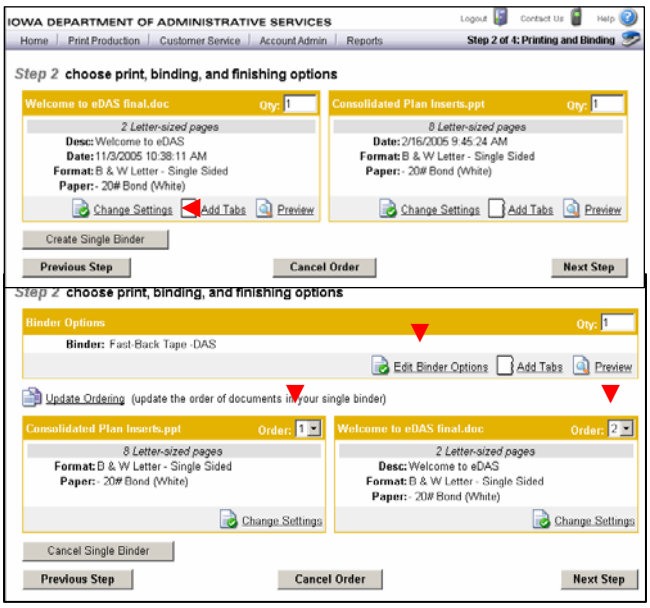


- Press the down arrow to view your options for format, paper binding and cover. Color choices are dependent on the paper, format and cover selected.
- For advanced finishing options, check the appropriate box to make your selection.
- Click the “Save” button at the top of the page to save these changes.
- Click “Next Step” to continue ordering.



Create Single Binder (optional)

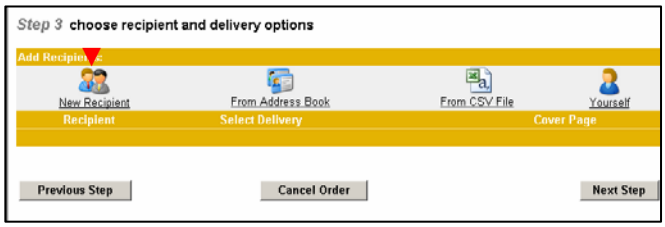
- You have the option to put the documents into a single binder.
- Press ”Create Single Binder.”
- The default binder is “Fast-Back Tape”. To change this,
  - Click “Edit Binder Options.”
  - Press the drop down arrow and highlight your binding choice.
  - Click “Save” to save binding changes.
- You must also indicate:
  - Number copies (binders)
  - Order of appearance for each document in the binder.
    - Click “Update Order” if you change the order of the documents.



- Press “Next Step” to continue ordering.

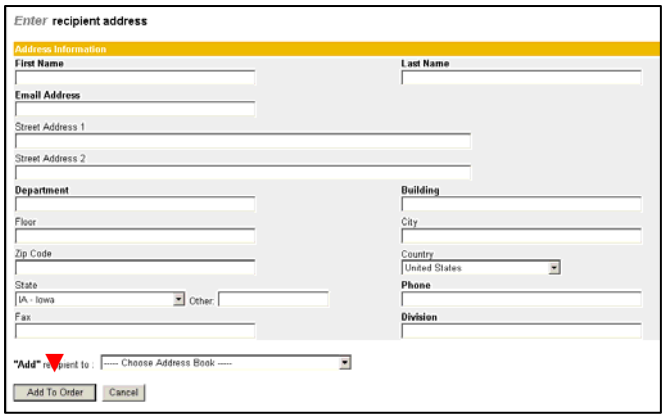
Step 3: Choose recipient and delivery options

In this step, you identify who should receive the order, whether it will be picked up or delivered, and when you want the job completed. You can be the recipient and/or you can select recipients from your address book.



New Recipient

- To add a recipient that is not in your address book, click "New Recipient".

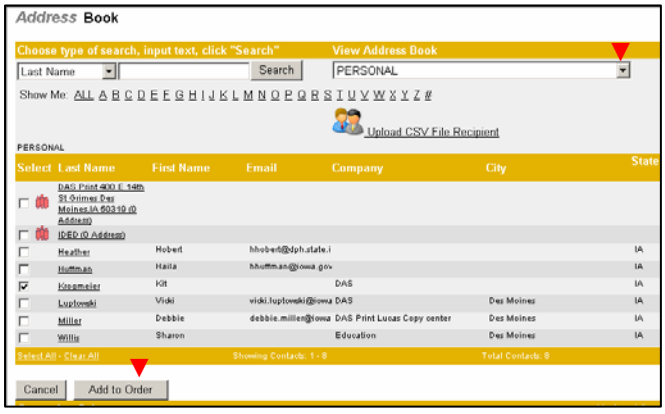


- Complete the form. The following fields are required:
  - First name
  - Last name
  - Department
  - Building
  - Phone
  - Division

- To add this person to your address book, press the down arrow next to "Add" recipient to – and select the desired address book.
- Click "Add to Order" to list this person as a recipient.

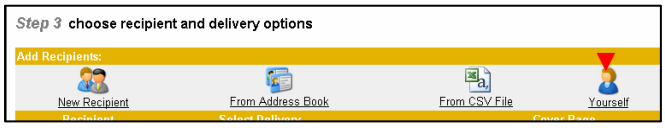
From Address Book

- To add a recipient from your address book click "From from Address Book."



- NowDocs displays your Personal Address book.
- To view a different address book, press the down arrow by "Choose Address Book" and select the desired address book.
- To select a person, click the box next to that name.
- You can select multiple recipients.
- Click "Add to Order" to add the selected recipients to the order.

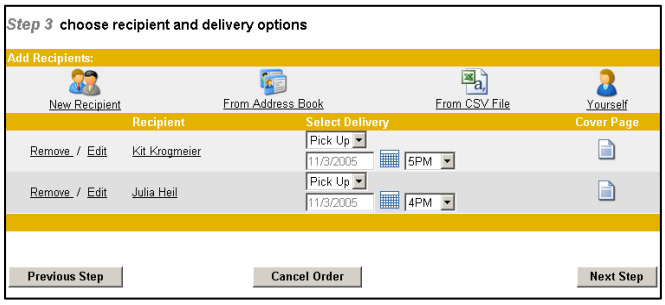
Yourself



- To add yourself as a recipient, click the "Yourself" icon.
- Your name should display on the recipient list.

Review Recipient Information

- Review the list of recipients.
- Click “Remove” to delete a recipient.
- Click “Edit” to adjust the number of copies each person receives. NowDocs will give each person the total number of copies you had originally requested for each document.
- Click the recipient’s name to change the address book data.

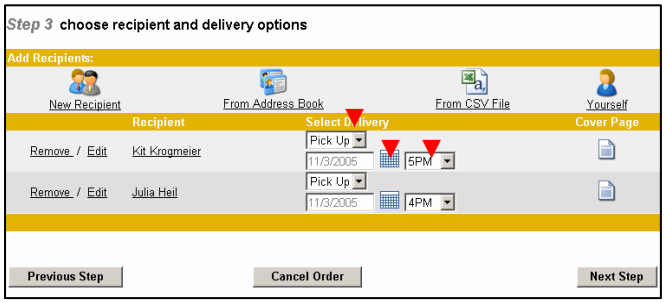


Select Delivery

For each recipient, you must

- Select the Delivery method – either Pickup or Delivery.
- Click the calendar icon, to select the date.
- Press the down arrow in the time field to select the delivery/pick up time.

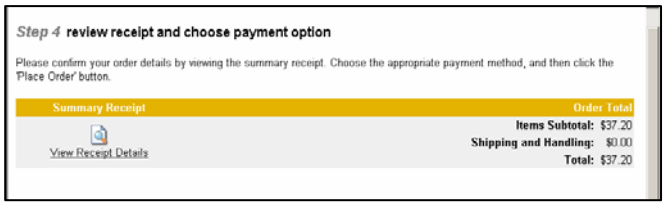
- Click “Next Step” to go to Step 4.



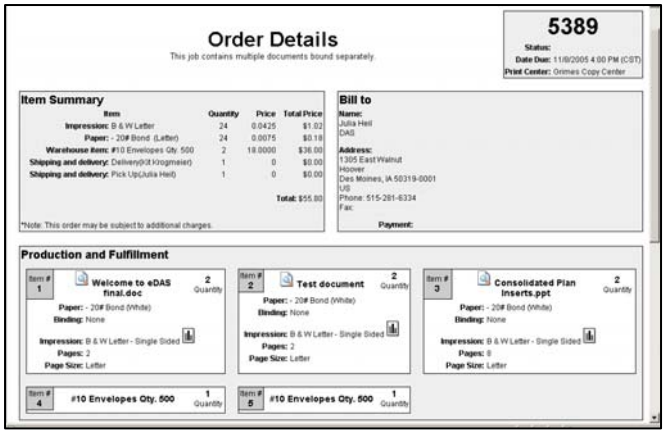
Step 4 Review Receipt and Choose Payment Options

NowPrint shows the total price for your order. This is just an estimate, as Print Services may need to adjust it.

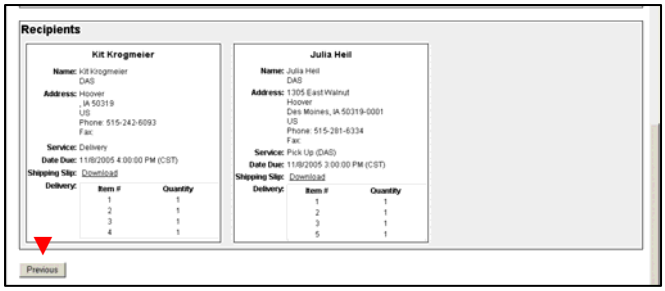
Click “View Receipt Details” to see the details of your invoice.



The Order Details gives an itemized list and the associated costs. It shows the shipping information and who will be invoiced for the order.

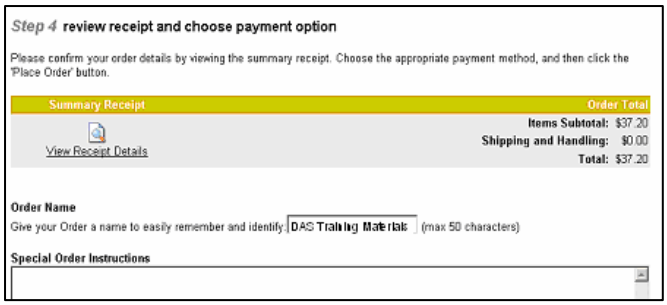


After viewing the Order Details, press “Previous” to complete the order.



Order Name

- It is important to give your order a name to easily recognize it. Print staff can use the order name to refer to your print job.
- The Order Name will also appear on your eDAS invoice.
- Always start the Order Name with your department's 3-letter abbreviation.



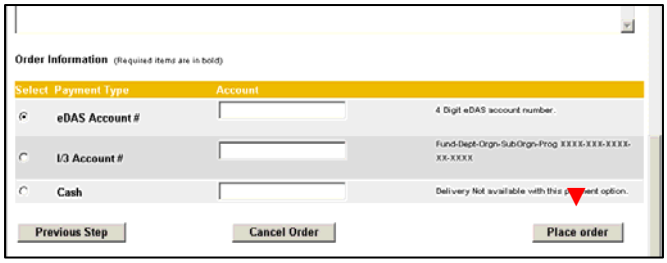
Payment Method

- Scroll to the bottom of the page to select your payment method.
- Click the button for desired payment method.
- Complete the Account information.

eDAS Account # - is the 4-digit number used in eDAS.

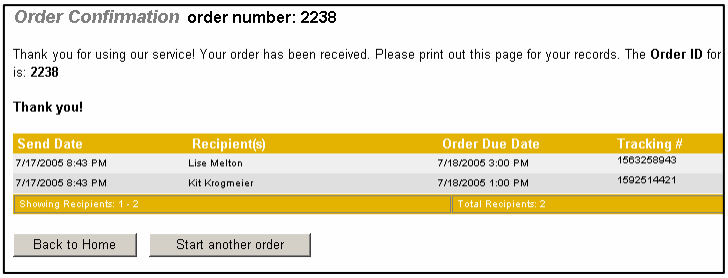
I/3 Account # - allows you to fill in the Fund, Department, Orgn, SubOrgn and Program. You must either fill in this information or uses X's for the fields you do not wish to enter.

Cash – type the amount paid.



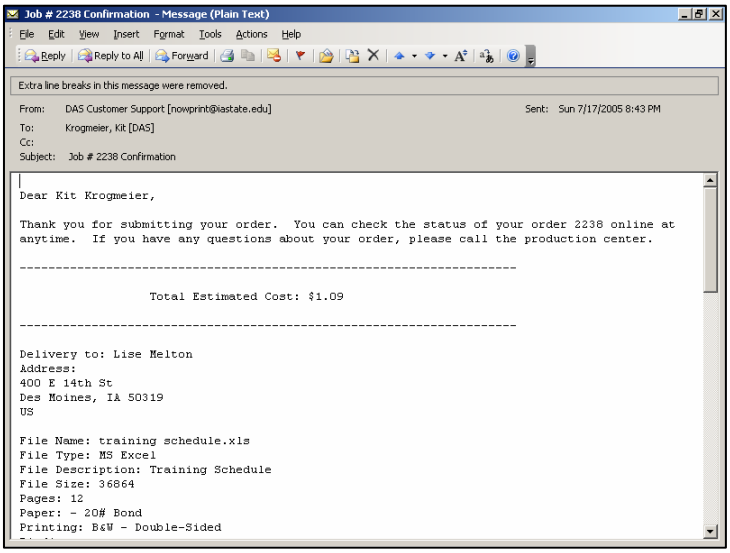
Complete Your Order

- Click "Place Order" to complete your request.
- NowPrint will display the Order Number on the Order Confirmation.



Thank you

NowPrint also sent you an email to confirm the order.



Thank you for using NowPrint. If you have any questions regarding the system, please contact DAS Print at (515) 281-5231 or email us at DASPrint@iowa.gov. We hope you will find this an easy-to-use means to get your jobs printed.